

# Sample Christmas Party Agenda

**Note** : this is a sample which includes all activities in the DIY Guide....you may want to do them all or just choose the ones that will work best for your workplace

Approx. time needed	What	Tips
1/2 hour	<b>Team Headbands</b> - hand out on arrival <b>Nibbles</b>	<ul style="list-style-type: none"> <li>It's good to have something to receive or do at the entrance so people get the feeling it's going to be a little different</li> </ul>
1/2 hour	<b>- Xmas Party Games - part 1</b> Suggested Selection : <ul style="list-style-type: none"> <li>Balloon Bash</li> <li>Tied-Up Team Scratchie Hunt</li> <li>Santa's Beard Race</li> <li>Christmas Card Darts</li> <li>Desk Items Line Up</li> </ul>	<ul style="list-style-type: none"> <li>Only need to do 2-3 to get some atmosphere going</li> <li>We've selected these games for Part 1 as they are a little more physical than the ones selected for Part 2. It's best to save the more mellow ones for when drinking may take it's toll a little more!</li> </ul>
1hr	<b>Main Meal</b> <b>Xmas Bon Bons</b>	<ul style="list-style-type: none"> <li>Staff can have fun guessing who selected the joke in their Bon Bons</li> <li>You could do the Staff Trivia questions over lunch, but people may like some time to just sit and chat</li> </ul>
	<b>-Xmas Party Games - Part 2</b> Suggested Selection : <ul style="list-style-type: none"> <li>Pin the Nose on Rudolph</li> <li>Xmas Draw on Your Head</li> <li>Ladies Purse Heist</li> <li>Secret Staff Trivia Comp.</li> <li>Xmas Piñata</li> </ul> <b>Prizes</b> awarded for Party Games winning team	<ul style="list-style-type: none"> <li>Fun prizes - can do for winners, boobie prize for last team and for desperate attempts</li> </ul>
	<b>Kris Kringle</b>	<ul style="list-style-type: none"> <li>Get Santa to hand out Kris Kringle gifts...do it around the Xmas tree if you have one</li> </ul>
	<b>Dessert</b> <b>Thankyous / Gifts/ Awards / Speech from boss etc.</b>	<ul style="list-style-type: none"> <li>Could read out items from the Christmas Box eg.               <ul style="list-style-type: none"> <li>The random thankyous to people</li> <li>Funny things that happened during the year</li> </ul> </li> </ul>
	<b>Group Photo</b>	<ul style="list-style-type: none"> <li>Take a photo of everyone to remember the fun day you had</li> </ul>
	<b>Go home and see your family!</b>	<ul style="list-style-type: none"> <li>Remind to catch cab if have been drinking!</li> </ul>